



## FILING AN APPLICATION FOR A DISCRETIONARY PERMIT

This memo is included with your application materials because we would like to help you file your application with as few problems as possible. We offer the following information to assist you:

1. **All applications require an appointment to file except:** landscape plans, replacement maps, appeals and minor deviation of use permits.

### TO ARRANGE OR CANCEL AN APPOINTMENT PLEASE CALL THE ZONING INFORMATION COUNTER AT (858) 694-2262.

2. Pre-application conferences are available. A per staff hourly fee is charged for these meetings. Please check with a planner for current rates. They are available for any type of application where questions and issues exist that could affect the viability of the project. To arrange a Pre-application conference, call (858) 694-3684.
3. Please read the application material you have received very carefully, and be sure you understand what is required for a submittal application. If you try to file an application with missing or inadequate information or documents, it will be rejected and another appointment may be necessary.



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